

HUFFNER CONTRACTING

Employment Application

APPLICANT INFORMATION			
Last Name		First	M.I. Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available	Social Security No.		Desired Salary
Position Applied for			
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

For consideration for employment you must agree to the following company policy.

1. Have and maintain a clean driving record.
2. Have dependable transportation, preferably a pickup truck/van.
3. Have necessary hand tools for your trade.
4. Be free of any bad attitudes or anger management issues.
5. Be able to work alone or work well with others under supervision – a good team player!
6. Have a neat and clean appearance.
7. Show up for work on time.
8. Always call off as early as possible for sick days.
9. Time cards are to be completed and turned in to the office daily.
10. Manage your time well.
11. Be willing to work overtime occasionally including evening and weekends.

Employee/Applicant signature: _____

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Employment Survey

Construction Trades

**Check all that apply to you.

I have:

- my own construction tools.
Check all that apply: Carpentry Power Tools Landscaping Masonry Plumbing Electrical Other: _____
- training in a construction trade.
Check all that apply: Carpentry Masonry Plumbing Electrical Concrete Other: _____
of years
- experience in a construction trade.
Check all that apply: Carpentry Masonry Plumbing Electrical Concrete Other: _____
of years
- professional and/or trade certifications.
List them here: _____
- had safety training.
Check all that apply: OSHA 10hr OSHA 30hr HAZMAT OSHA Trainer Other: _____
- a Class D or CDL license. If yes, list here: _____
- received training in a related field. e.g. as a welder, mechanic, drafter, engineer, estimator.
- experience operating light equipment, e.g. jack hammer, chain saw, whacker/tamper, small roller.
- experience operating heavy equipment.
Check all that apply: Skid steer Back hoe Excavator Bull dozer Roller Other: _____
- experience reading technical drawings, particularly engineering and architectural drawing.

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Employment Survey

Basic Employment (Construction)

**Check all that apply to you.

I am able to:

- work eight hours per day, five days per week.
- engage in intense physical labor, including lifting, bending, carrying, etc.
- lift a minimum of 60 lbs repeatedly throughout the day.
- start promptly at 7:00 am, Monday through Friday.
- pass a drug screening.
- go without checking a personal cell phone for at least four hours.
- work well with others, even those with whom I do not get along.
- take direction while maintaining a positive attitude.
- work outside in all weather conditions.

I have:

- a valid driver's license.
- a reliable personal vehicle.
- a clean driving record.

I am willing to:

- work overtime, occasionally.
- receive training in one or more of the trades.
- train others.

If you were unable to check any of the circles above, please explain here:

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Employment Survey

Leadership

**Check all that apply to you.

I have:

- supervised others. (How many direct reports? _____)
- led a team or been a project manager.
- been compensated based on the performance of others.
- owned my own business.

If you feel that your answer to any of the above items requires further explanation, please use this space.

Name _____

Signature _____

Date _____